POSTING A BID TO RECEIVE QUOTES FROM VENDORS ON STATEWIDE CONTRACT (Municipalities)

This Reference Guide:
Provides the minimum information required to post a bid on COMMBUYS to receive quotes against vendors on statewide contact.

Of Special Note:
Posting a bid from an existing SWC requires the Basic Purchaser to start with a release requisition. Once you have selected the appropriate line item against a statewide contract and have selected the correct vendors, you will submit the release requisition for approval and convert the record into a bid. The created bid will need to be approved and after the Bid Opening Date has passed, users will be able to view the submitted quotes. If you require more detail refer to the job aid How to Create a Solicitation Enabled Bid Using a Release Requisition.

STEP	Action
1	Log In to COMMBUYS. Click on the **Add Documents** plus sign ⊕ icon next to the COMMBUYS logo in the upper left corner.
2	Select **Requisition** and the screen will refresh bringing you to the **General** tab of the new Requisition.
3	On the **General** tab, enable the Requisition Type field with **Release**, check the **Solicitation Enabled** box (right column), and complete the **Short Description** field. Lastly, click on the **Save and Continue** button.
4	Go to the **Items** tab and click on the **Search Items** button. On the next screen click on the **(+)** button on the left side next to **Advanced Search**.
5	Type the contract number in the **Description** field and click on the **Find It** button.
6	Solicitation enabled line items associated with the statewide contract you entered will populate below.
7	Select the appropriate line item by selecting its check box in the **Select** column, then type a number in the **Quantity** column.
8	Then click on the **Add to Req & Exit** button on the bottom of the screen to bring you back to the **Items** tab where you may modify the line item you have selected.
9	To edit the item, click on the **Enter Info** hyperlink. Once the item is finalized, click on the **Save & Exit** button. *(Note: release requisitions need a Unit Cost. It is recommended to type 1 in that field)*
10	After finalizing the **Items** tab, go to the **Distributor** tab to select the vendors you want to send the bid to.
11	*OPTIONAL: The Address tab and Attachments tab are optional. It is recommended to make sure the correct address is selected. If attachments are necessary for the situation, attach those documents to the Attachments tab.*
12	Go to the **Summary** tab and click on the **Submit for Approval** button on the bottom of the screen. You will either follow your organization's approval path or automatically approve the release requisition. Once the Release Requisition is approved, you will need to click on the **Convert to Bid** button to create the bid record.
13	The **Bid Number** will generate on the top of the screen that you will be able to select. Once you are on the bid record, go to the **General** tab and select the appropriate **Available** and **Opening Dates**. Then click on the **Save & Continue** button to save the changes.
14	Go to the **Summary** tab and click on the **Submit for Approval** button on the bottom of the screen. Once the record is approved, you will need to locate the bid and click on the **Send Bid** button. The bid will convert to **Sent** status and will be available to the vendors based on the **Available Date**.